

What is claimed is:

## CLAIMS

1. A method to distribute a document to one or more recipients by means of a  
5 network, the document comprising a cover sheet including a cover sheet  
information, each recipient having a recipient network address, the method  
comprising, by an originator having an originator network address:  
(a) providing a document distribution job information in the cover sheet  
information, the document distribution job information including an originator  
10 information including the originator network address and, for each recipient, a  
recipient information including the recipient network address; and  
(b) providing the document to an included document distributing apparatus.
2. The method of claim 1 including, by the originator, sending the document to  
15 the document distributing apparatus by means of an included network.
3. The method of claim 2, the originator document sending performed by means  
of an included originator document communication device.
- 20 4. The method of claim 1, the document distribution job information providing  
step (a) including providing a message information.
5. The method of claim 1, the document distribution job information providing  
step (a) including providing a routing information.

6. The method of claim 1 including, by the document distributing apparatus:
- (c) receiving the document from the originator;
  - (d) scanning the document to provide the document distribution job information; and
- 5 (e) distributing the document by means of an included network to one or more recipients based on the job distribution information.
7. The method of claim 6 including, by a recipient:
- (f) receiving the document from the document distributing apparatus; and
  - 10 (g) returning the document to the document distributing apparatus.
8. The method of claim 7 including, by the recipient, modifying the cover sheet information.
- 15 9. The method of claim 8 including, by the recipient, marking the cover sheet.
10. The method of claim 9 including, by the recipient, marking the cover sheet by means of a marking instrument.
- 20 11. The method of claim 10, the marking instrument comprising any of a pencil, pen, crayon, or the like.
12. The method of claim 7, the document comprising one or more document sheets including a document sheet information, the method including, by the
- 25 recipient, modifying any of the cover sheet information and the document sheet information.
13. The method of claim 12 including, by the recipient, marking any of the cover sheet and the one or more document sheets.

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14. The method of claim 13 including, by the recipient, marking any of the cover sheet and the one or more document sheets by means of a marking instrument.
15. The method of claim 14, the marking instrument comprising any of a pencil,  
5 pen, crayon, or the like.
16. The method of claim 7, the recipient document receiving performed by means of an included corresponding recipient document communication device.
- 10 17. The method of claim 16, the recipient document communication device comprising any of (i) a fax terminal and (ii) one or more devices arranged to provide functions of email, scan and print.
18. The method of claim 7 including, by the document distributing apparatus:  
15 (h) receiving the document from the recipient; and  
(i) determining when the document distribution job is complete.
19. The method of claim 18 including, by the document distributing apparatus, when it is determined that the document distribution job is complete, returning the  
20 document to the originator.
20. The method of claim 19 including, by the document distributing apparatus, sending the document to the originator by means of the network.
- 25 21. The method of claim 18 including, by the document distributing apparatus, when it is determined that the document distribution job is not complete, distributing the document to one or more recipients based on the document distribution job information.

22. The method of claim 18, the network comprising a public telephone network.

23. The method of claim 18, the network comprising an internet.

5 24. The method of claim 18, the network comprising a wireless or radio frequency network.

25. The method of claim 18, the document comprising any of a purchase order, expense report and time card.

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26. Document distributing apparatus for distributing a document to one or more recipients by means of a network in accordance with a method, the document comprising a cover sheet including a cover sheet information, each recipient having a recipient network address, the method comprising, by an originator having an originator network address:

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(a) providing a document distribution job information in the cover sheet information, the document distribution job information including an originator information including the originator network address and, for each recipient, a recipient information including the recipient network address; and

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(b) providing the document to an included document distributing apparatus.

27. The document distributing apparatus of claim 26 the method including, by the originator, sending the document to the document distributing apparatus by means of an included network.

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28. The document distributing apparatus of claim 27, the originator document sending performed by means of an included originator document communication device.

29. The document distributing apparatus of claim 26, the document distribution job information providing step (a) including providing a message information.

5 30. The document distributing apparatus of claim 26, the document distribution job information providing step (a) including providing a routing information.

31. The document distributing apparatus of claim 26 the method including, by the document distributing apparatus:

- (c) receiving the document from the originator;
- 10 (d) scanning the document to provide the document distribution job information; and
- (e) distributing the document by means of an included network to one or more recipients based on the job distribution information.

15 32. The document distributing apparatus of claim 31 the method including, by a recipient:

- (f) receiving the document from the document distributing apparatus; and
- (g) returning the document to the document distributing apparatus.

20 33. The document distributing apparatus of claim 32 the method including, by the recipient, modifying the cover sheet information.

34. The document distributing apparatus of claim 33 the method including, by the recipient, marking the cover sheet.

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35. The document distributing apparatus of claim 34 the method including, by the recipient, marking the cover sheet by means of a marking instrument.

30 36. The document distributing apparatus of claim 35, the marking instrument comprising any of a pencil, pen, crayon, or the like.

37. The document distributing apparatus of claim 32, the document comprising one or more document sheets including a document sheet information, the method including, by the recipient, modifying any of the cover sheet information and the document sheet information.

38. The document distributing apparatus of claim 37 the method including, by the recipient, marking any of the cover sheet and the one or more document sheets.

39. The document distributing apparatus of claim 38 the method including, by the recipient, marking any of the cover sheet and the one or more document sheets by means of a marking instrument.

40. The document distributing apparatus of claim 39, the marking instrument comprising any of a pencil, pen, crayon, or the like.

41. The document distributing apparatus of claim 32, the recipient document receiving performed by means of an included corresponding recipient document communication device.

42. The document distributing apparatus of claim 41, the recipient document communication device comprising any of (i) a fax terminal and (ii) one or more devices arranged to provide functions of email, scan and print.

43. The document distributing apparatus of claim 32 the method including, by the document distributing apparatus:

- (h) receiving the document from the recipient; and
- (i) determining when the document distribution job is complete.

44. The document distributing apparatus of claim 43 the method including, by the document distributing apparatus, when it is determined that the document distribution job is complete, returning the document to the originator.
- 5 45. The document distributing apparatus of claim 44 the method including, by the document distributing apparatus, sending the document to the originator by means of the network.
- 10 46. The document distributing apparatus of claim 43 the method including by the document distributing apparatus, when it is determined that the document distribution job is not complete, distributing the document to one or more recipients based on the document distribution job information.
- 15 47. The document distributing apparatus of claim 43, the network comprising a public telephone network.
48. The document distributing apparatus of claim 43, the network comprising an internet.
- 20 49. The document distributing apparatus of claim 43, the network comprising a wireless or radio frequency network.
- 25 50. The document distributing apparatus of claim 43, the document comprising any of a purchase order, expense report and time card.
51. The document distributing apparatus of claim 31 comprising a document distributing server.